



# Fatima Hani Abdulla Mansoor Hussain

## Business Administration

Professional fast-learning with significant skills in leadership, problem-solving, management and logistics. Excellent in strategy and simplify execution.



### ADDRESS

A'ali, Bahrain



### PHONE

+973 - 33303204



### EMAIL

fatimaabdulla16@gmail.com



### DATE OF BIRTH

21 February 1992



### LinkedIn

linkedin.com/in/Fatima-h-ab4a56147

## EXPERIENCE

Logistics Goods Flow Coordinator • Al Suliman Group • IKEA  
*2024– Present*

### Achievement/Tasks

- Coordinate and assists daily tasks to the team members and follow up the completion of each task.
- Representing the team as a shift leader in the daily rounds before the store opens to make sure it is well equipped for the customer.
- Attending daily rollcall with the direct managers and give feedback on the work context.
- Proficiency in using logistics system to create the necessary reports like KPI.
- Posting containers and tracking the time taking to unload day by day goods.
- Reporting any mishandling or damaged goods for refund insurance.
- Handling the weekly free-bin, calculate the mistakes and empty buffers for more accuracy.
- Scan and post new pallet shipments to be refilled.
- Handling the daily cyclic inventory of the store.
- Certified license in counterbalance forklift.

Customer Relations Specialist • Al Shafie Physiotherapy Center  
*2021– 2024*

### Achievement/Tasks

- Keeping up with the patient's logbook and schedule appointments.
- Maintain a filing system of all required documents for the new patients.
- Manage payments, transactions, and issue receipts.
- Handle queries and address complaints professionally and pleasantly while Interacting with guests and patients.

## EXPERIENCE

---

Executive Business Development • Essential Media • Internship

*2017– 2017*

### Achievement/Tasks

- Conduct market research & handle complaints.
- Evaluate customer needs & create reports with financial data.
- Visit & negotiate potential customers for a new business deal.
- Create custom presentation suitable for each customer & prepare quotation.

Executive Secretary • Zeus Cleaning & Contractor Services

*2014– 2016*

### Achievement/Tasks

- Data entry, sending e-mails, answering calls.
- Create daily basis schedule for the workers and agenda for every meeting.
- Introduce services, prepare contracts & clearance of the external transactions.

## EDUCATION

---

### Bachelor's degree

Arab Open University

*2011 – 2017*

### Major

- Business Studies – System Track

SKILLS

Verbal communicator & active listener

Excellent at planning events

High level of energy, adaptability & teamwork

Quick learner

Proficient with Windows & Microsoft Office

Attention to details

Self-motivated & ability to work under pressure

Very organized

LANGUGES

Arabic

English